

TOBACCO-FREE SCHOOLS CHECKLIST

Public Health Area _____
 Local Coordinator _____
 Year _____

School System Name	
School System Type	<input type="checkbox"/> City <input type="checkbox"/> County <input type="checkbox"/> Other
Superintendent	
County	
Safe & Drug-Free Schools Coordinator/Educator	
Federal Program Director	
Number of schools in system	
School Names	

CHECKLIST	YES	NO	COMMENTS
POLICY			
1. Does the school have a written tobacco-use policy?			
2. Does the policy include prohibition of “tobacco use, distribution, and possession?”			
3. Do tobacco restrictions include all students, staff and visitors?			
4. Is use restricted throughout campus and in school vehicles?			
5. Is use restricted for everyone at all school-sponsored events, including those away from campus?			
6. Does school policy restrict all items (clothing, backpacks, etc.) that promote tobacco products?			
ENFORCEMENT			
1. Are there written policy enforcement procedures?			
2. Is there a designated enforcement officer?			
3. Are there tobacco education alternatives to suspension for students who violate policy?			
4. Are student violations of policy tracked? If so, describe how.			
5. Does the policy provide specific enforcement procedures for first, second, and subsequent offenses for students?			
First Offense:			
a. Is education offered to offending students in lieu of part or all of suspension?			
b. Are parents/guardians notified of the offense?			
c. Is policy provided to and reviewed by students and parents?			
Second Offense:			
a. Is education still offered in lieu of penalties?			
b. Is there a second meeting with students and parents to review the policy?			
c. Is the parent encouraged to attend part or all of the tobacco education classes?			
6. Is the policy consistently enforced for: students?			
staff?			
visitors?			
EDUCATION/RESOURCES			
1. Has staff been educated on the policy?			
2. Has written information on the policy been disseminated to students and parents?			
3. Are education/cessation resources available for students and staff?			
4. Are signs stating that tobacco use is prohibited posted at all entrances to the campus and entrances to each school building?			
5. Are there signs or stickers in school vehicles that state tobacco-use restrictions?			

6. If outside entities utilize the school facilities, are they informed of the policy?			
CHECKLIST	YES	NO	COMMENTS
Tobacco-Use Prevention Education			
1. Does the school offer a sequential education program to prevent tobacco use integrated within the health education curriculum?			
2. Does the school cooperate with community-wide efforts to prevent tobacco use?			
3. Does the school involve family in the program?			
4. Is the tobacco use prevention program taught at every grade level?			
5. Is the program based on theories and methods that have been proven effective by published research and consistent with health education standards?			
6. Has the staff been given adequate training to effectively teach the program?			
7. Does staff participate in ongoing professional development to effectively teach the education program?			
Assistance to Overcome Addiction			
8. Does the school offer counseling services and referrals for students and staff to help them overcome tobacco addiction?			
9. Are voluntary tobacco use cessation programs allowed as a voluntary substitute to suspension for possession or use of tobacco?			

